Division of Administration and Planning
Accounts Receivable

Accounts Receivable Credit Request Form (ARCRF) Completion Instructions

1. Insert requested information in appropriate area:
   Date - Date of initial preparation of the credit memorandum.
   Request # - CMS use only.
   Fiscal Year - Fiscal year of original transaction giving rise to the credit memo (usually the fiscal year of the original invoice).
   Adjustment - Credit/Debit - Should be marked in 'credit' box.

2. **Type of Credit -** Check appropriate box. "AGENCY" for credit against a future invoice, T-BAR for credit against a specific invoice.

3. **Fund** – CRF (Communications Revolving Fund)

4. **Bureau Approval Area** – CMS use only.

5. **Accounting Approval Area** – CMS use only.

   Billing Account # to be Applied – Enter the ARPS system billing account number to which the approved credit will be applied. If the credit is to be posted as an unapplied credit, enter 'UNAPPLIED' in the space.

7. **Billing Invoice #** to be Applied - Enter the ARPS system-assigned invoice number against which the approved credit will be applied. If the credit is to be posted as an unapplied credit, enter 'UNAPPLIED' in the space.

8. **Original Billing Account #** - Enter the ARPS system billing account number that was used on the original billing invoice in question. If unknown or not applicable to this credit, enter 'N/A'.

9. **Original Billing Invoice #** - Enter the ARPS system-assigned invoice number that was used on the original billing invoice in question. If unknown or not applicable to this credit, enter 'N/A'.

10. **Account # (AU)** - CRF Use Only.

11. **Agency** - Enter the name of the agency requesting credit.

12. **Department** - Enter the name of the department, bureau, division or equivalent of the Agency requesting the credit.

13. **Vendor** - Enter the name of the vendor that is associated with this credit, if necessary. If not necessary, enter 'N/A'.

14. **Miscellaneous -** Enter any other pertinent information necessary to ensure correct processing of the credit. If not necessary, enter ‘N/A’.

15. **Description and Reason for Credit Adjustment** - On the lines provided, insert a brief description and reason for the credit request. If the credit is to be re-billed to another billing account number, the account number and other necessary information for re-billing purposes should also be listed here.

16. **Cost Center** - For those funds using cost center reporting (location reporting for the State Garage Revolving Fund) for revenues, the cost center that the credit request is to be applied against is listed here. If the credit is to be applied against multiple cost centers, then all cost centers affected are listed here with corresponding dollar amounts in the ‘Amount’ column (see #17).

17. **Amount** - Enter the dollar amount of the credit here. For credit requests affecting more than one cost center/location code, enter each location code in the ‘cost center’ column (see #16) with corresponding dollar amounts in the ‘Amount’ column.

18. **Total Credit Adjustment** - Add each dollar entry in the ‘Amount’ column and enter the total here. This will be the credit amount entered into the ARPS system.

19. **CMS or Telephone Co. Representative Contacted -** This box should contain the name and phone number of the CMS representative or telephone company representative processing the credit for submission to accounting.

20. **Person Completing Request -** For credit memorandums that are initially prepared by user agencies and forwarded to CMS, the user agency representative preparing the credit should sign here and include their phone number. If the credit is initially prepared by CMS and forwarded to accounting, then the name and phone number of the CMS representative preparing the credit should be entered here. If the name here is the same as the name in #19, then enter ‘Same’ on this line.

When the credit is completed, assigned a credit memo number, and logged in the bureau credit memo log with all necessary approval signatures affixed, the original credit memorandum, along with the necessary supporting documentation, is then forwarded to the CMS Accounting Section. Accounting will process and enter it against future invoices or open accounts receivable for the designated agency. For those funds that send the credit memorandum to the user agency for application against a future payment to CMS, the original credit memorandum should be forwarded to the CMS Accounting Division and a copy sent to the user agency for application against a later payment.